

Conf. File

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25X1A9a

File On Main

100320001-3

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for your use on equipment

8 February 1957

Original went to

Records Management Staff

Office of Communications Records Management Officer

25X1A9a

Report of Office of Communications Records Volume and Records
Equipment Inventory, 1 January 1956 - 1 January 1957

1. The following data reflects the volume of record material and
inventory of records equipment in the Office of Communications Headquarters
during 1956 and is forwarded for your information.

A. Records Equipment on hand 1 January 1957

(1) Combination Safes	
2 Drawer	8
3 Drawer	1
4 Drawer	197
5 Drawer	6
8 Drawer (IBM Tabulation Cards)	8
Chest Type Combination Safe	4
(2) Steel File Cabinets	
4 Drawer	10
5 Drawer	22
(3) Boxes	
16 Drawer	3
17 Drawer	24
(4) Map cases with lock	6

B. Records Volume (Estimated)

Records on hand 1 January 1956	2004 cu. ft.
Records transferred to Central Personnel Files	7 cu. ft.
Records retired to Coast Archives 1956	32 cu. ft.
Records destroyed during 1956	45 cu. ft.
Records created or received during 1956	134 cu. ft.
Records on hand 1 January 1957	2054 cu. ft.

Chief, CC-Records Control

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